

Conditions of Use of the Legislative Conference Room

**Persons not abiding by the conditions of use will
not be allowed to use the room.**

1. The Legislative Conference room is available for use by advance reservation only. Ad hoc or other unreserved use is not permitted. Reservations may be made by contacting the Office of the Executive Director, Legislative Council at 287-1615 or stopping by Room 103. The room may be reserved in 1-hour blocks, on the hour. The room may be reserved for up to a maximum of 2 hours daily when the legislature is in session. Use must end by the close of business. Use must be for legislative purposes, or other related governmental purposes if approved by the Executive Director's office.
2. No food or beverages, except for water, are allowed in the conference room. Spills or damage must be reported immediately.
3. For security reasons, the windows may not be opened without prior approval of the Executive Director's office. The windows are equipped with an alarm.
4. Persons reserving the conference room are responsible for ensuring that the room is kept in a clean and orderly condition. Papers and other materials must be removed and the chairs and shades returned to their pre-existing locations before leaving. Materials not removed will be disposed.

HVAC units must be returned to their pre-existing settings, and the lights turned off upon leaving.
5. No papers or other materials may be taped, tacked or otherwise or fastened to the walls, doors or furnishings.
6. The door to the lobby may not be held in an open position.
7. The room is for use as a conference room only. Press conferences, other media events or public hearings are not allowed in the conference room.
8. No other tables, chairs, podiums, microphone systems or other equipment may be requested or brought into the room. However, LCD projectors, laptops, and flip charts on easels, provided by the person holding the reservation, are permitted.

**Office of the Executive Director
Room 103, State House, Tel: 207-287-1615**

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